

Street Maintenance Superintendent - 2270

Primary Reason Why Classification Exists

To manage the construction, maintenance, and repair of streets, storm drains, sidewalks, and related municipal infrastructure improvements

Distinguishing Features of the Class

An employee in this class is responsible for planning and directing the maintenance and improvement program for the Streets and Drainage Systems for the City. Emphasis of the work is on supervising semi-skilled and skilled trades' personnel engaged in maintenance and repair of streets, curbs and sidewalks including water and sewer piping systems under streets, storm water, drainage, utility cuts, pavement, traffic striping, snow removal, annual leaf pick up, cleanup after storm damage, and occasionally dead animals. Inspects work in progress and upon completion to ensure compliance with established procedures and specifications. The employee exercises discretion and independent judgment to achieve department objectives and participates in the formulation of operating policies, regulations and budgets. Supervision is exercised over subordinate maintenance and equipment operations personnel. Work is performed in accordance with established policies and regulations under the general supervision of the Public Works Director and is evaluated for attainment of individual and team work objectives, compliance with safety regulations, management of the budget, and team morale and productivity.

Illustrative Examples of Work

- Oversees, coordinates, schedules, inspects, and ensures completion of activities and projects in the Street and Powell Bill divisions
- Develops long and short-term divisional goals with the Public Works and Utilities Director
- Prepares the divisional CIP and operating budget for review by the Public Works and Utilities Director; monitors divisional expenditures
- Prepares divisional budget requests; estimates project costs
- Reviews applications, interviews qualified candidates, and recommends personnel to fill divisional vacancies; evaluates employee performance; enforces employee discipline; recommends hiring, firing, promotions, and demotions
- Develops and enforces OSHA safety and divisional policies and procedures
- Oversees and directs implementation of and compliance with all federal and state regulations pertaining to Street and Powell Bill divisions
- Determines needs and establishes priorities; orders necessary materials and supplies
- Reviews work orders, plans, drawings, and related data and evaluates project requirements; plans work projects and makes personnel assignments based on skill sets
- Prepares reports on divisional activities and projects; maintains records and files for all projects
- Oversees contracted services; conducts inspections of contractors work and signs off on completion when work meets requirements
- Develops equipment specifications and orders equipment; contacts contractors to obtain cost estimates, service commitments, and bids; inspects and evaluates contractors' work; attends pre-construction meetings for new land development projects
- Contacts utility services for location of underground utilities
- Develops and implements winter weather plan
- Provides other work related services to other departments such as ball field or track repairs,

parking lot patches, and similar work

- Answers citizens' inquiries and addresses citizens' complaints; exercises tact and judgment when interacting with department heads and public officials
- Responds to emergencies when necessary and is subject to call-back
- Performs related tasks as required

Knowledge, Skills, and Abilities:

- Thorough knowledge of the occupational hazards and necessary safety precautions of the street maintenance services
- Thorough knowledge of work zone traffic control laws and regulations; thorough knowledge of principles and practices related to road construction and maintenance, snow and ice removal and control, street and storm drain repair and maintenance practices, and asphalt and concrete pavement maintenance
- Knowledge of effective supervisory principles and practices to elicit full performance of staff; knowledge of training techniques to impart knowledge for employee productivity
- Knowledge of effective communication practices, both orally and in writing, to communicate with others and share information
- Knowledge of construction code requirements for work performed
- General knowledge of fundamental soil characteristics of the region
- Ability to establish and maintain effective working relationships with coworkers and the public
- Ability to communicate effectively, both verbally and in writing, with all levels of employees in the City, citizens, business representatives, and public officials
- Ability to read blueprints and construction schematics; ability to evaluate work of employees and determine if code requirements have been met
- Ability to plan, organize, train, and supervise the work assigned to employees in the street maintenance division; ability to make decisions and distinctions on employee performance
- Ability to plan and manage operating budgets and multi-year capital improvement plans
- Ability to prepare narrative, financial, and statistical reports of programs and operations
- Ability to use modern office software such as Microsoft Word and Excel or other software
- Skill in the operation of construction equipment

Physical Requirements

The physical requirements for this position are similar to other administrative job roles. However, since the employee is very often in the field working with the employees and field supervisors, the physical requirements are deemed to be medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and negligible amounts force constantly to move objects; work requires climbing, kneeling, crouching, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions

This employee is subject to both inside and outside environmental conditions, including extreme heat and extreme cold. Employee is subject to noise that would cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to vibration, including oscillating movements of the extremities or whole body. Employee is subject to hazards, including proximity to moving parts, electrical current, high heat, or chemicals. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

Education and Experience

Graduation from high school or GED equivalency and 5 - 7 years of street maintenance experience, at least 2 years of which must have been at the supervisory level; or any combination of related training and experience required to perform the essential duties of the position.

Special Requirement

- Valid North Carolina commercial driver's license (CDL-B); CDL-A is preferred
- Certification as a flagger, fork lift operator, and trenching and shoring
- First Aid and CPR
- Level "C" Water Distribution and Level I Sewage Collection Certification

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City of Newton reserves the right to assign or otherwise modify the duties assigned to this classification.

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